Attendance Policy

Apprentices may miss up to 18 hours (3 days) of class time without penalty. Apprentices missing more than 18 hours (3 days) of technical training classes may have their enrollment in technical training terminated.

For the purpose of this policy each part of an hour missed from class will be recorded as one hour of missed time. Each day of missed time is equal to six hours of missed time.

Absence due to health reasons, family issues or other exceptional circumstances should be considered when a decision is made to terminate an apprentice's enrollment in technical training. Staff responsible for applying this policy will use common sense and good judgement when making such decisions.

H1N1 Flu

Post-secondary institutions have developed policies around H1N1 based on advice from the Chief Medical Officer of Health and Alberta Health Services. AIT will support the policies developed by the post-secondary institutions regarding H1N1.

The incubation period for pandemic H1N1 (2009) influenza virus is understood to be up to 4 days and the period of communicability up to 7 days from onset of symptoms in uncomplicated cases.

Apprentices who become ill with influenza like illness are expected to remain at home until they are symptom free and are feeling well and able to fully participate in all normal day-to-day school activities.

Apprentices who are not receiving treatment must be off school seven days. Apprentices who receive antiviral treatment may be infectious for a shorter time. Apprentices who receive antiviral treatment may return to school as soon as they have received at least three full days of treatment and their symptoms resolve.

Consistent with our policy of consideration of absences due to health reasons, apprentices will not be terminated due to H1N1 for being absent the seven days of communicability. Post-secondary institutions are committed to working with apprentices on material missed. Good communication betweenAITand the post-secondary institutions will ensure appropriate decision making.

Rationale

Ensure fairness and reduces the potential for unmanageable workloads for instructors.

Guard against apprentices falling behind in their studies which may adversely affect not only the apprentice who is absent but also the class in which the apprentice is enrolled.

As many apprentices are sponsored in whole or in part while attending technical training, the expectation is there for these apprentices to complete their training. Sponsors may include:

- employers,
- trade, employer or employee organizations,
- Employment Insurance (Human Resources and Skills Development Canada),
- grants (Alberta Innovation and Advanced Education and Alberta Human Services), and
- scholarships.

Process

Training providers monitor and record attendance on an hourly basis for each apprentice attending technical training.

The attendance record for each apprentice in each class will form a part of each apprentice's student record and will be managed according to policies in effect with each training provider.

The instructor must submit to an apprenticeship consultant a Special Report (copy to the apprentice) outlining the number of hours missed and the outcomes of any counselling discussions (required for special reports in response to 12 hours or 18 hours of accumulated absenteeism).

Special Reports are to be generated when absenteeism reaches the following levels:

- 6 hours (1 day)
- 12 hours (2 days)
- 18 hours (3 days)

Special reports are normally filed electronically and therefore should be as brief as possible and address only the specific issues.

On receipt of a Special Report for absenteeism, at the discretion of the apprenticeship consultant, either the instructor's program head (or designate) or the apprenticeship consultant will interview the apprentice:

- to discuss the consequence of continuing to miss class time (Special Report for 12 hours of absenteeism),
- to counsel the apprentice and determine the criteria for termination of enrollment if further instances occur (Special Report for 18 hours of absenteeism), and
- to terminate the enrollment of the apprentice in technical training (Special Report for 18 hours of absenteeism).

Appeals

An apprentice may appeal a decision to terminate enrollment in technical training by submitting an appeal in writing, via fax, e-mail or hand delivery, within one business day of the date of termination.

On receipt of the appeal, the Regional Director or Associate Director (or designate) will provide a written response to the apprentice within one business day. The decision of the Regional Director or Associate Director, Client Services is final.

During the appeal process, the apprentice is not permitted to attend the technical training class from which their enrollment has been terminated; Alberta Innovation and Advanced Education will conduct the appeal process without delay.

Appeal Addresses

Appeals should be directed to the Regional Director or Associate Director, Client Services, Apprenticeship and Industry Training of the region where the training provider is located.

North Region:

Alberta Apprenticeship and Industry Training
Regional Director or Associate Director, Client Services – North Region
7th Floor, South Tower

South Region:

Alberta Apprenticeship and Industry Training
Regional Director or Associate Director, Client Services – South Region
Suite 300, Willow Park Centre

Seventh Street Plaza
10030 – 107 Street
Edmonton, Alberta T5J 4X7

10325 Bonaventure Drive S.E.
Calgary, Alberta T2J 7E4

Consequences of Termination

Termination of enrollment in apprenticeship technical training has significant consequences, including:

- loss of tuition and other related fees,
- lost wages during time spent at technical training,
- risk to their employability as some employers may not retain an employee whose enrollment in technical training was terminated,
- need to repeat technical training in order to progress in the program, and
- delayed completion and certification.

Attendance Reporting to Service Canada

Human Resources and Skills Development Canada (HRSDC) is the federal department responsible for providing temporary financial assistance for unemployed Canadians while they look for work or upgrade their skills. Service Canada delivers the program that provides the temporary financial assistance.

AIT and Service Canada share information respecting apprentices and their attendance at technical training. Each has specific responsibilities regarding reporting changes to an apprentice's training status.

AIT Responsibilities

Provides class start and end dates, names of registered apprentices, class names and class codes to local Service Canada office where the information is used to verify applications by apprentices for Employment Insurance (EI) assistance while attending technical training.

After the release of the current academic year's Class Schedule on Tradesecrets, a Canada Memo letter is issued to Service Canada to inform them of an addition or cancellation of an apprenticeship technical training class at an apprenticeship training provider. Copies of the letter are also sent to Alberta Student Aid and Apprenticeship and Industry Training offices.

Each AIT office maintains contact with Service Canada staff to inform them:

- when apprentices withdraw,
- when enrollment in technical training is terminated early, and
- if an apprentice requires an extension to the course end date (CBAT).

Training Provider Responsibilities

Maintain daily (hourly) records of attendance for each apprentice attending technical training and relay this information to AIT through ATOMS and the training providers' Liaison Officers.

Some training providers communicate directly with Service Canada in addition to AIT.

Apprentice Responsibilities

Apprentices are responsible for accurate and timely reporting of any changes in their training status to Service Canada.

The normal process is for apprentices to complete biweekly reports providing information to Service Canada about their attendance at technical training.

An apprentice who chooses not to complete biweekly reports must contact Service Canada if they worked or had earnings

Failure to correctly report a change of status (withdrawal, termination, etc.) may result in Service Canada requiring repayment of any overpayment of EI funds.

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